

EAST/ WEST MOBILITY STUDY

Request for Proposals

Maricopa Association of Governments

April 2001

CONTENTS

	<u>Page</u>
PUBLIC NOTICE	i
SCOPE OF WORK	1
Overview	1
Introduction	2
Background	2
Issues	3
Focus	3
Technical	3
Work Tasks	4
Work Process	7
Deliverables	8
PROPOSAL REQUIREMENTS	10
Project Cost and Schedule	10
Proposal Delivery	10
Proposal Content	10
Proposal Evaluation and Selection Process	12
REGULATORY REQUIREMENTS	13
Appendix A - Sample Labor Cost Allocation Budget Format	15
Appendix B - Arizona Administrative Code R4-30-301	17
Appendix C - MAG's Key Disadvantaged Business Enterprise (DBE) Program Requirements for Consultant Contracts	20
Appendix D - Proposer's Registration Form	24

PUBLIC NOTICE

EAST/WEST MOBILITY STUDY

The Maricopa Association of Governments (MAG) is requesting proposals for an East/West Mobility Study for the central-north/northwest area of the metropolitan region to address existing mobility constraints. The study will identify road improvements to improve east/west traffic flow. The project will be completed in a maximum nine months at a cost not to exceed \$170,000.

All proposals must be delivered by 1:30 p.m. (MST), June 5, 2001 to the MAG Office at 302 North First Avenue, Suite 300, Phoenix, Arizona, 85003. A pre-proposal conference will be held at 9:00 a.m. on May 24, 2001 in the Ocotillo Room at the MAG Offices. Firms will be notified one week in advance of interviews, if needed.

For further information please contact Roger Herzog at (602) 254-6300 or email rherzog@mag.maricopa.gov. Copies of the RFP may be downloaded from www.mag.maricopa.gov, under “About MAG” and “RFPs”.

SCOPE OF WORK

OVERVIEW

A study is needed to develop strategies for roadway improvements that address east/west mobility in an area between (and including) Thunderbird/Waddell Road and Northern Avenue, extending from Loop 303 to SR-51. East/west mobility in this part of the metropolitan region is a continuing concern, in view of growing travel demand and the spacing of regional facilities serving the area. Cost effective strategies that improve east/west traffic flow are needed to help mitigate significant constraints on east/west mobility in the future.

The overall goal of the study is to recommend concepts for improving east/west mobility by enhancing traffic flow and the capacity of the road network in the study area. The study recommendation will identify feasible improvement project concepts, costs and evaluate cost effectiveness. It is anticipated that options considered would include: signing improvements, directional bias/ reversible lanes, signal synchronization/coordination, ITS, removal of access, medians/turn restrictions, intersection improvements, gap closures, street extensions/ widenings, installation of bus bays, and grade separations.

The study process will assess current traffic volumes, facility capacities and level of service. Past and ongoing studies addressing congestion and mobility in the study area will be reviewed and mobility issues identified. Future travel demand and projected traffic congestion levels will be estimated 10 and 20 years into the future. Alternative mobility strategy packages will be developed and compared using specific evaluation criteria. Based on this analysis, a recommendation for improving east/west mobility will be prepared. It is anticipated that a series of working papers corresponding to each study task will be developed. These working papers will be compiled into a final report. Executive summaries written for a general lay audience will be required for each working paper, as well as the final report.

Agency and public involvement will be an ongoing process throughout the study. A comprehensive agency and public involvement plan will be prepared at the beginning of the study and implemented. In the preparation of this involvement plan, options for techniques to be applied to obtain input and disseminate project information will be identified and strategies selected. Documentation of the agency and public involvement process, input received and, where appropriate, responses will be included in the final report for the project.

The project will not cost more than \$170,000, and will be completed within nine months from time of notice to proceed to the draft final report.

INTRODUCTION

This study will recommend enhancements to the road system to improve east/west mobility in the north-central/northwest area of the metropolitan region. The area to be addressed falls between (and including) Thunderbird/Waddell Road and Northern Avenue and extends from Loop 303 to SR-51. The study process will include analysis of all relevant technical factors and will consider results from other relevant studies, public and agency input, regional transportation plans, programs, policies and goals.

BACKGROUND

In October 1985, voters of Maricopa County approved a sales tax to complete freeways on the regional transportation plan. New facilities affecting the target area for the East/West Mobility Study included the Estrella Freeway, the Outer Loop (Loop 101), the Squaw Peak Parkway, the Grand Freeway and the Paradise Parkway. As the 1985 freeway plan was developed, costs increased and sales tax revenues were less than anticipated. As a result, Proposition 400 was presented to the voters of Maricopa County in November 1994. This measure would have provided sufficient funds to complete the full plan – but the Proposition was defeated.

Shortly after the defeat of Proposition 400, the Governor proposed an alternative freeway plan. Under this concept, the Estrella Freeway, the Grand Freeway and the Paradise Parkway were deleted from the plan. This plan was approved by the Regional Council in January 1996. Grand Avenue was later re-added to the Plan as a controlled access facility between Loop 101 and I-17. Currently, the Agua Fria Freeway portion of Loop 101 is completed and an interim facility along the Pima Freeway portion is open from I-17 to 56th Street. A full freeway between I-17 and Scottsdale Road in the Pima corridor is scheduled for completion in 2001. The final segment of the Squaw Peak Parkway is targeted for completion in 2003. This segment extends from Bell Road north to Loop 101.

The MAG Freeway Lifecycle Program includes funding for eight interchanges on Grand Avenue between Loop 101 and I-17. Additional interchanges may be identified north of Loop 101, following completion of a MAG corridor study that is currently underway. Funding for an ultimate expressway concept on Grand Avenue between Loop 101 and I-17 is included in the MAG Long Range Transportation Plan.

In addition, a number of studies addressing the need for improvements to Grand Avenue have been completed, or are ongoing, and an area study for the northwest portion of Maricopa County, which includes the study area for this project, has been completed. In addition, a regional congestion study, which also covers the study area, has recently been completed. These and other studies may identify issues and provide technical information that may be relevant to the East/West Mobility Study.

ISSUES

East/west mobility in the central-north/northwest part of the metropolitan region is a continuing concern, in view of growing travel demand and the spacing of regional facilities serving the area. The distance between I-10 and the east-west portion of the Pima and the Agua Fria Freeways is approximately 14 miles. The Paradise Parkway was in the MAG Long Range Transportation Plan to provide east-west capacity in this area but was dropped from the Plan in 1996. In addition, the Grand Freeway was dropped from the Plan and Grand Avenue was later re-added as a controlled access facility between Loop 101 and I-17. This configuration of regional facilities in the study area means that east/west travel has limited options for the use of high capacity facilities with access control.

A variety of alternative roadway system improvement concepts to address east/west mobility in the study area exist. These concepts include measures such as bottleneck elimination, gap closures, intersection improvements, signal coordination and ITS measures, access control measures, roadway extensions/widenings, installation of bus bays, and grade separations. The discussion of improvement options has brought forth concerns regarding the potential impacts of street and intersection improvements on adjacent businesses and residential areas.

FOCUS

The focus of this study will be to recommend road improvement concepts to address east/west mobility in the study area. Recommended road improvements must be closely integrated with the rest of the road and street network, while land use, neighborhood, business, environmental and economic considerations must be addressed. Agency and community consultation will be a key element of the study process for this project.

TECHNICAL

The study will assess options for east-west traffic flow improvements in an area between (and including) Thunderbird/Waddell Road and Northern Avenue, extending from Loop 303 to SR-51. For purposes of the study, it is anticipated that this corridor would be divided into four segments to reflect different patterns of existing residential and commercial development that potentially would be impacted by facility improvements. These segments, from west to east, would be: (1) Loop 303 to Loop 101, (2) Loop 101 to Grand Avenue, (3) Grand Avenue to I-17, and (4) I-17 to SR-51. Cost effective strategies that enhance roadway capacity and improve east/west traffic flow are needed. The time periods for the analyses are 2000, 2010 and 2020. A recommended package of improvement project concepts needs to be developed.

MAG staff will provide travel demand model simulations as needed. The Base Case will be the existing MAG Long Range Transportation Plan including planned street and transit improvements.

WORK TASKS

Task One: Revise Scope of Work

The first task is to adjust the scope of work as needed. Major changes from the consultant proposal are not anticipated. However, some changes may be needed initially and adjustments during the project may prove necessary.

Task Two: Prepare Agency and Public Involvement Plan

The consultant will develop an agency and public involvement plan and, after it has been approved by the MAG Project Manager, implement the plan. The agency and public involvement process will be closely integrated with ongoing MAG agency and public involvement processes. Periodic Agency/Stakeholder Forums will be held in addition to Public Meetings. Consensus outcomes are highly desirable.

- **Agency and Public Involvement Schedule.** Determine the number of Public Meetings and Agency/Stakeholder Forums to be held, possible locations, and when in the study process they will occur. Emphasis should be placed on coordinating agency/public involvement with the MAG public involvement process, obtaining early and continuing input to guide and provide feedback to the study, and linking the study process with the ongoing MAG Regional Transportation Plan update.
- **Agency and Public Involvement Techniques.** Develop an outline of potential involvement techniques for both providing information and soliciting input from participants. Internet options should be addressed, preferably with detailed project information on the consultant website, which is then linked to the MAG website containing summary project information.
- **Meeting Notification.** Provide strategies and means that will be used to notify and encourage public involvement, such as the internet, display advertisements, media coverage, and direct mailings. Additional emphasis should be placed on conducting targeted outreach to encourage participation by traditionally under served and Title VI populations. Neighborhood and business groups may need to be contacted. MAG will maintain the master mailing lists for the study.
- **Agency/Stakeholder Forums and Public Meetings.** It is anticipated that several study forums and public meetings will be conducted during the course of the study. A broad range of MAG committee membership would be invited to the study forums and the public meetings would be aimed at participation by the general public. It is expected that staff from those agencies most directly affected by the study findings will form the core of the forum participants. Strategies should be identified to summarize and report agency/stakeholder and public input. Minutes and any other documentation or presentation materials required for Public Meetings and Agency/Stakeholder Forums must be prepared and presented by the consultant. MAG will conduct the mailings for the Agency/Stakeholder Forms and the Public Meetings.
- **MAG Committees.** Prepare and present materials on study findings and recommendations to MAG committees, including Transportation Review Committee, Management Committee and Regional Council.

Task Three: Address Title VI and Environmental Justice Considerations

Title VI of the Civil Rights Act of 1964 as Amended and the Federal Highway Administration Notice of September 2, 1992 (N 4720.6) require that all projects and studies produced by recipients of federal funds ensure nondiscrimination, whether those programs and activities are federally

funded or not. Potential Title VI and environmental justice issues must be identified and assessed, addressing all applicable federal requirements. These areas of concern will also be addressed in Task

Seven (Specify Evaluation Criteria) and Task Eight (Evaluate East/West Mobility Strategy Packages).

Task Four: Assess Current Traffic Demand and Facility Characteristics, and Identify Mobility Issues

Existing characteristics in the study area will be assessed and mobility issues identified. Specific topics to be addressed include:

- Study Area Description. Describe geographical features, municipal boundaries, current socioeconomic characteristics, existing land use and land use plans for the study area. Identify key activity centers in the area and the nature of development adjacent to major streets in the study area. Identify major commercial and residential developments currently underway or committed.
- Existing Traffic and Roadway Data. Describe existing freeway and major street system in study area. Discuss current traffic volumes, facility characteristics and congestion levels and provide relevant data. Document existing traffic conditions including speed, delay and regional accessibility and mobility. Describe historical development of transportation system and identify transportation projects currently underway or programmed.
- East/West Mobility Issues. Research and summarize relevant past and ongoing studies addressing facilities, congestion and mobility in the study area. Describe existing east/west mobility constraints. Identify mobility issues obtained through public and agency input. This should include issues such as noise levels and cut-through traffic. These issues will guide the preparation and evaluation of mobility strategy packages in Tasks Six, Seven and Eight.

Task Five: Estimate Future Traffic Demand and Level of Service

Future conditions in the study area will be reviewed to estimate congestion and mobility levels projected to occur 10 and 20 years into the future. Specific topics to be addressed include:

- Socioeconomic Projections. Review and document MAG adopted projected (2010, 2020) socioeconomic conditions. Describe future population, employment and development patterns in the study area.
- Planned Roadway Network. Document MAG, ADOT, MCDOT and any other roadway plans and programs related to the study area. Describe the 2010 and 2020 roadway system configuration.
- Future Traffic Volumes and Level of Service. Estimate and describe future traffic volumes on the planned and programmed roadway system in the study area for 2010 and 2020. Document future traffic conditions including speed, congestion, delay and regional accessibility and mobility.
- Future Mobility Constraints. Identify future east/west mobility constraints, based on public and agency input, as well as forecasted traffic volumes and service levels in the study area. This information will be used to guide the preparation and evaluation of mobility strategies in Tasks Six, Seven and Eight.

Task Six: Identify Alternative East/West Mobility Strategy Packages

Under this task, alternative roadway system improvement packages to address east/west mobility issues will be developed. For each corridor segment, alternative improvements, which are consistent

with development patterns in that segment, should be identified. For purposes of this study, only improvements facilitating motor vehicle traffic flows would be under consideration. It is anticipated that improvements would be identified along existing arterial streets and no options involving new facilities on new alignments would be considered. However, the extension of existing street segments to close gaps in the road network may be addressed. Specific topics to be addressed include:

- Roadway Improvement Options. Identify and discuss the range of roadway improvement methods that could be applied to improve east/west mobility in the study area. The types of improvements under consideration should include: (1) signing improvements, (2) directional bias/reversible lanes, (3) signal synchronization/coordination, (4) ITS, (5) removal of access, (6) medians/turn restrictions, (7) intersection improvements, (8) gap closures, (9) street widenings, (10) installation of bus bays, and (11) grade separations. Other improvements might include noise walls, traffic calming measures to prevent cut-through traffic, provisions for landscaping, adjacent bicycle paths and multi-modal underpasses. The question of whether improvements should be focused along one or two priority routes or be more area-wide in nature should also be addressed.
- Alternative Mobility Packages. Develop at least three distinct east/west mobility strategy packages, in addition to the planned system. Provide a detailed description of the packages, as required to provide a full understanding of alternative concepts.

Task Seven: Specify Evaluation Criteria

A set of specific criteria will be established for use in evaluating alternatives. Considerations in developing these criteria are discussed below:

- Environmental and Community Impacts. Define evaluation measures that can be used to assess the impact of road improvements on the environment and the surrounding community both during and after implementation. Potential measures of environmental impacts might include vehicular tailpipe emissions, construction dust, noise levels and aesthetic factors. Potential measures of community impacts might include changes to the local street system, ability to reduce cut-through traffic, effects on access to homes and businesses, number of homes or businesses removed, reduction in houses directly facing the street, extent to which services are provided to populations considered under served, land use plan and urban form implications, effect on neighborhood cohesiveness and environmental justice and Title VI implications.
- Traffic Service Levels and East/West Mobility. Define evaluation measures that can be used to assess the effects of road improvements on east/west mobility. Potential measures might include travel times, speeds, delay and VMT by level of service for east/west travel through the study area. The availability of distinguishable, higher level east/west routes through the area might also be considered.
- Alternative Mode/Facility Compatibility. Compatibility with rest of street and freeway system, consistency with related regional plans, future flexibility, and ability to accommodate modal choices also represent important considerations, including parallel bicycle routes and expediting transit travel.
- Costs and Cost Effectiveness. Define evaluation measures that can be used to assess the cost and financial impacts of alternative strategies. Assess and document costs for each option, including consideration of both capital and operational/maintenance costs. Cost effectiveness would represent an important consideration, for example expressed as travel time savings per

dollar of investment. In addition, financial feasibility might be considered in terms of the amount, timing and sources of funds that would be required.

- **Community Acceptance.** Define evaluation measures that can be used to assess overall acceptability of alternative concepts to the community. Input obtained from the agency/stakeholder and public involvement process can be used to identify community sentiments regarding mobility issues, transportation solutions and impacts. The degree to which options respond to these sentiments, in turn, can be evaluated.

Task Eight: Evaluate Alternative East/West Mobility Strategy Packages

Alternative east/west mobility strategy packages will be evaluated, based on the criteria defined in Task Seven. The comparative advantages and disadvantages of alternatives will be described and ranked, and contrasts to the planned system discussed. Results must be summarized in an evaluation matrix.

Task Nine: Recommend Preferred East/West Mobility Strategy Package

The study will recommend a package of improvements for each corridor segment. The features of the recommendation should be described in detail, including improvement project concepts, mobility advantages, traffic performance, impacts, interaction with rest of the roadway system, and costs. Maps, schematics or other graphics required to provide a thorough description and justification for the recommendation should be utilized in addition to text. The recommendations from the study will provide input to the regional transportation plan update process, provide guidance to jurisdictions for local plan development, and identify highway improvement projects that would have a beneficial impact on east/west mobility and should be considered in detail for possible funding.

Task Ten: Prepare Final Report

A final report and an executive summary, based on the working papers developed for each study task, will be prepared. Technical materials, calculations and public participation documentation will be included in a technical appendix, as appropriate. Task working papers will undergo a review process and be approved by MAG before being incorporated in whole or in part in the final report. Each working paper and the final report must have an executive summary that is generally comprehensive and written for a broad audience. Materials will be edited as needed for requested revisions and consistency in presentation, graphics and general readability.

WORK PROCESS

A draft working paper will be prepared for each task and submitted to the MAG Project Manager. A second revised draft will be prepared for review through the Agency/ Stakeholder Forums that will be conducted as a part of this project. If the Agency/Stakeholder Forums identify significant changes, a third draft of the working paper may be required.

After all tasks have been completed and final comments on each of the working papers approved by the MAG Project Manager, a draft final report will be submitted to the MAG Project Manager. After review by the MAG Project Manager, a second revised working paper will be needed for internal review. A third revised draft will be prepared for review at an Agency/Stakeholder Forum. A fourth revised draft will be prepared for presentation to the MAG Transportation Review Committee, the

MAG Management Committee, and the MAG Regional Council. After acceptance by the Regional Council, the final report will be prepared for review by the MAG Project Manager. Upon written approval by the MAG Project Manager, copies of the final report will be delivered by the consultant to MAG for further distribution to member agencies and others.

The consultant project manager should allow for up to fifteen presentations to MAG Committees, Agency/Stakeholder Forums, Public Meetings and other organizations. This would include materials and presentations on study findings and recommendations to: (1) MAG committees, including Transportation Review Committee, Management Committee and Regional Council, (2) Agency/Stakeholder Forums, which are expected to be held approximately monthly for the duration of the project, (3) public meetings, and (4) opportunities for public involvement as part of the ongoing MAG public participation process that may involve organizations such as home owner associations and the Citizens Transportation Oversight Committee. Resources should be allocated to ensure quality presentations including clear quality slides and other graphics. It is assumed that meetings with the MAG Project Manager, as may be necessary, are part of study management and are not included here.

Working papers and draft final reports must be prepared by the consultant in a form that will reproduce effectively in black and white for mailings by MAG to Agency/Stakeholder Forums and/or Public Meetings. In addition, electronic copies of working papers and the complete report and all appendices and attachments must be provided in standard Microsoft or Corel Office format. Electronic copies in Adobe Acrobat portable document format (.pdf) must similarly be provided to facilitate public distribution.

DELIVERABLES

1. TASK ONE: Revised Scope of Work
2. TASK TWO: Agency and Public Involvement Plan. Forum and Public Meeting presentation materials, presentations and minutes.
3. TASK THREE: Working paper # 1 - Assessment of Title VI and Environmental Justice Considerations.
4. TASK FOUR: Working paper # 2 - Current Study Area Conditions and Mobility Issues.
5. TASK FIVE: Working paper # 3 - Future Traffic Demand and Service Levels.
6. TASK SIX: Working paper # 4 - Alternative East/West Mobility Packages. In addition to other descriptive material, options will be superimposed on aerial photographs as appropriate.
7. TASK SEVEN: Working paper # 5 - Alternatives Evaluation Criteria.
8. TASK EIGHT: Working paper # 6 - Evaluation of Alternative East/West Mobility Packages.

9. TASK NINE: Working paper # 7 - Recommended East/West Mobility Package.
10. TASK TEN: Final report with executive summary. (50 final reports). Electronic copies of the complete report and all appendices and attachments in standard Microsoft or Corel Office format must be provided. Electronic copies in Adobe Acrobat portable document (.pdf) format must similarly be provided, to facilitate public distribution.

PROPOSAL REQUIREMENTS

PROJECT COST AND SCHEDULE

The date of the notice to proceed is anticipated to be in July 2001. A complete draft of this project report shall be submitted no later than nine months after the date of the notice to proceed. The total cost of this project including profit and all applicable fees, expenses and taxes is not to exceed \$170,000.

PROPOSAL DELIVERY

1. Seven (7) bound copies of the proposal plus one print-ready copy suitable for photocopying must be submitted by 1:30 p.m. (MST) on June 5, 2001 to:

Roger Herzog, Senior Project Manager
Maricopa Association of Governments
302 North 1st Avenue, Third Floor
Phoenix, Arizona 85003

Timely receipt of proposals will be determined by the date and time the proposal is received at the above address. Hand delivery is therefore encouraged. No facsimile or electronic submissions will be accepted.

All material submitted in response to this solicitation becomes the property of MAG and will not be returned.

The Proposals will be opened publicly and the name of each proposer will be read at 2:00 p.m. (MST) on June 5, 2001 at the MAG Offices, Suite 200, Ocotillo Room, 302 North 1st Avenue, Phoenix, Arizona 85003.

2. Any questions regarding this Request for Proposals should be directed to the MAG Project Manager, Roger Herzog, at MAG, 302 North 1st Avenue, Suite 300, Phoenix, Arizona 85003. The Project Manager may be contacted by telephone, at (602) 254-6300; by fax, at (602) 254-6490; or by email, at rherzog@mag.maricopa.gov. Additional information regarding MAG activities, including Committee meeting schedules, may be found on the MAG web site (<http://www.mag.maricopa.gov>).
3. A pre-proposal conference has been scheduled for May 24, 2001, 9:00 a.m. (MST) at the MAG Office, Suite 200, Ocotillo Room, 302 North 1st Avenue, Phoenix, Arizona.

PROPOSAL CONTENT

It is required that the proposal:

1. Be limited to a maximum length of fifty (50) pages, including cover letter, résumés, and appendices.
2. Be prefaced by a brief statement describing the proposer's organization and outlining its approach to completing the work required by this solicitation. This statement should illustrate the proposer's overall understanding of the project. It should also note any exceptions to the scope of work as defined by this RFP; in the absence of any such specific exceptions noted in the proposal, the deliverables for the project shall be at a minimum all of those specified in this RFP plus any additional deliverables specified in the proposal.
3. Contain a work plan which concisely explains how the consultant will carry out the objectives of the project. In the work plan, the proposer should describe each project task and proposed approach to the task as clearly and thoroughly as possible. The approach for handling contingencies including controlling costs should also be noted.
4. Include a preliminary schedule for the project in bar-chart format. Indicate all work plan tasks and their durations.
5. Contain a staffing plan for the project. The plan should include the following in table format:
 - a. A project organization chart, identifying the consultant project manager.
 - b. Names of key project team members and/or sub-consultants. Only those personnel who will be working directly on the project should be cited.
 - c. The role and responsibility of each team member.
 - d. Person-hours spent by each team member and by support personnel on each task identified in the work plan, including a total for professional hours.
 - e. Hourly rate for each team member and total cost attributable to each staff member and task.
 - f. Percent effort (time) of each team member for the contract period.
 - g. The role and level of MAG technical staff support, if any support is required.
 - h. A labor cost allocation budget, formatted as presented in the attachment.
6. Include résumés for major staff members assigned to the project. These résumés should focus on their experience in this type of project.
7. Include proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
 - a. Date of project.
 - b. Name and address of client organization.
 - c. Name and telephone number of individual in the client organization who is familiar with the project.
 - d. The role played by your firm in the project (lead/sub?).

- e. Short description of project, the part of the project for which your company was responsible, and the percentage of the total project that work constituted.
- f. The names of the primary staff members who worked on the project and whether they are still affiliated with your firm.

Note additional requirements are specified in the section entitled “Regulatory Requirements” and in the appendices.

PROPOSAL EVALUATION AND SELECTION PROCESS

1. All proposals will be evaluated by MAG staff and an evaluation group. Evaluation criteria include, but are not limited to:
 - a. Well-defined work plan consistent with program objectives.
 - b. Clarity of proposal, realistic approach, technical soundness, and enhancements to elements outlined in this Request for Proposals.
 - c. Education and relevant experience of personnel in similar studies. Only those personnel assigned to work directly on the project should be cited.
 - d. Proven track record in this area of study. Proposers should identify the principal people who worked on past projects and the amount of time they devoted to the work effort.
 - e. Availability of key personnel throughout the project effort. Adequate resources to handle a project of this scope.
 - f. Ability and commitment to complete the project within the specified time period, meet all deadlines for submitting associated work products, and ensure quality control.
 - g. Recognition of work priorities and flexibility to deal with change and contingencies.
 - h. Cost and cost-effectiveness
2. On the basis of the above evaluation criteria, selected firms submitting proposals may be interviewed prior to the selection of a consultant. If interviews are considered necessary, they will be scheduled at Suite 200, MAG Office, 302 North 1st Avenue, Phoenix, Arizona 85003. The firms selected for interviews will be contacted one week prior to the date of the interview, and MAG requires that the consultant project manager participate in the interview.
3. The maximum estimated time required to complete this project is nine months.

REGULATORY REQUIREMENTS

1. An audit examination of the CONSULTANT'S records may be required.
 2. During the course of the project, a monthly progress report must be submitted within ten (10) working days after the end of each month until the final report is submitted. Each report should include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of and payments to subcontractors, a discussion of any notable issues or problems being addressed, and a discussion of anticipated activities for the next month.
 3. Each firm submitting a proposal is required to certify that it will comply with, in all respects, the rules of professional conduct set forth in A.C.R.R. R4-30-301 (see Appendix B), which is the official compilation of Administrative Rules and Regulations for the State of Arizona.
 4. Each firm must document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a CONSULTANT from consideration or terminating a contract if the conflict should occur after the contract is made. A potential conflict of interest includes, but is not limited to:
 - a. Accepting an assignment where duty to the client would conflict with the CONSULTANT'S personal interest, or interest of another client.
 - b. Performing work for a client or having an interest, which conflicts with this contract.
 - c. Employing personnel, who worked for MAG or one of its member agencies within the past three years.
- MAG will be the final determining body as to whether a conflict of interest exists.
5. The firm that is selected will be required to comply with Titles VI and VII of the Civil Rights Act of 1964. The contractor will comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60). The contractor will also be required to comply with all applicable laws and regulations of the U.S. Department of Transportation.
 6. The Maricopa Association of Governments reserves the right to:
 - a. Cancel this solicitation.
 - b. Reject any and all proposals and re-advertise.
 - c. Select the proposal that, in its judgement, will best meet its needs.

- d. Negotiate a contract that covers selected parts of a proposal, or a contract that will be interrupted for a period or terminated for lack of funds.
7. The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this Contract. See the Appendix C, "MAG's Key DBE Regulatory Requirements". A complete copy of MAG's DBE program is available on request.

The DBE goal for this contract is 11 percent, and the DBE must be certified by the Arizona Department of Transportation or the City of Phoenix prior to award of a contract. It is important to emphasize that the process for obtaining certification by one of these two agencies may take 60 days or more. List of acceptable DBE's can be obtained by calling the City of Phoenix at 602-262-6790 or the Arizona Department of Transportation at 602-255-7761. The consultant will report monthly regarding the utilization of DBE's.

The consultant recommended for the project is required to provide a written statement documenting good faith efforts to meet the goal, if it has not been met. Examples of good faith efforts are found in Appendix A of Part 26 in Title 49 of the Code of Federal Regulations.

If the successful consultant fails to meet the requirements noted above, MAG will provide the consultant an opportunity for administrative reconsideration prior to awarding a contract. Based on evidence submitted, through the MAG DBE Liaison Officer (MAG DBELO) to the MAG Assistant Director, a written determination will be made as to whether or not the proposer met the goal (or made an adequate good faith effort to meet the goal).

MAG will also include in prime contracts with DBE goal, a provision stating that contractors shall not terminate a subcontractor for convenience and then perform the work of the terminated contractor with its own forces, or that of an affiliate without the prior written consent of the MAG DBELO. Where a Prime Contractor does terminate a subcontractor, or when a subcontractor fails to complete its work for any reason, the Prime Contractor will be required to make good faith efforts to find another DBE subcontractor to substitute for the original DBE.

8. The CONSULTANT selected to undertake the project will be required to have appropriate insurance coverage, including: commercial liability, automobile liability, workmen's compensation, property, and professional liability.

APPENDIX A

SAMPLE LABOR COST ALLOCATION BUDGET FORMAT

COSTS AND HOURS BY TASK

CONSULTANTS											
Person	Direct Labor Hourly Rate	1	2	3	4	5	6	7	8	Total Hours	Total Cost
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$00.00
Total Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours Inception to Date		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

REIMBURSABLE EXPENSES										
EXPENSES BY TASK										Total Cost
Description		1	2	3	4	5	6	7	8	
Postage		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Photocopy/Printing		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Aerial Photos		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Reimbursable Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SUBCONTRACTORS											
HOURS BY TASK										Total Hours	Total Cost
Person	Hourly Rate	1	2	3	4	5	6	7	8		
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
(NAME)	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Hours		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Total Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Hours Inception to Date		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

GRAND TOTAL										
TOTAL COSTS BY TASK										Total
Description		1	2	3	4	5	6	7	8	
Consultant Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Overhead@	1.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reimbursable Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subcontractors		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fee@	0.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

APPENDIX B

ARIZONA ADMINISTRATIVE CODE R4-30-301

ARTICLE 3. REGULATORY PROVISION

R4-30-301. Rules of professional conduct:

- A. All registrants shall comply substantially with the following standards of professional conduct:
1. A registrant shall not submit any materially false statements or fail to disclose any material facts requested in connection with his application for certification.
 2. A registrant shall not engage in fraud, deceit, misrepresentation, or concealment of material facts in advertising, soliciting, or providing professional services to members of the public.
 3. A registrant shall not knowingly sign, stamp, or seal any plans, drawings, blueprints, land surveys, reports, specifications, or other documents not prepared by the registrant or his bona fide employee.
 4. A registrant shall not knowingly commit bribery of a public servant as proscribed in A.R.S. 13-2602, or knowingly commit commercial bribery as proscribed in A.R.S. 13-2605, or violate any Federal statute concerning bribery.
 5. A registrant shall comply with all Federal, State, and local building, fire, safety, real estate, and mining codes, and any other laws, codes, ordinances, or regulations pertaining to the registrant's professional practice.
 6. A registrant shall not violate any State or Federal criminal statute involving fraud, misrepresentation, embezzlement, theft, forgery, or breach of fiduciary duty, where the violation is related to the registrant's professional practice.
 7. A registrant shall apply the technical knowledge and skill which would be applied by other qualified registrants who practice the same profession; a contemporary "Manual of Surveying Instructions" issued by the Bureau of Land Management, United States Department of Interior and in effect prior to May 23, 1983 to the extent applicable to that professional engagement.
 8. A registrant shall not accept an assignment where the duty to a client or the public would conflict with the registrant's personal interest or the interest of another client without full disclosure of all material facts of the conflict to each person who might be related to or affected by the project or engagement in question.

9. A registrant shall not accept compensation for services related to the same project or professional engagement for more than one party without making full disclosure to all such parties and obtaining the express written consent of all parties involved.
10. Except as provided in Paragraph 11 of this rule, a registrant shall not accept any professional engagement or assignment outside his professional registration unless:
 - a. He is qualified by education, technical knowledge, or experience to perform such work, and
 - b. Such work is both necessary and incidental to the work of his profession on that specific engagement or assignment.

A registered professional engineer may accept professional engagements or assignments in branches of engineering other than that branch in which he has demonstrated proficiency by registration, but only if he has the education, technical knowledge, or experience to perform such engagements or assignments.

11. Except as otherwise provided by law, code, ordinance, or regulation, a registrant may act as the prime professional for a given project and select collaborating professionals; however, the registrant shall perform only those professional services for which he is qualified by registration to perform and shall seal and sign only the work prepared by him or by his bona fide employee working under his direct supervision.
12. A registrant shall make full disclosure to all parties concerning:
 - a. Any transaction involving payments to any person for the purpose of securing a contract, assignment, or engagement, except for actual and substantial technical assistance in preparing the proposal; or
 - b. Any monetary, financial, or beneficial interest the registrant may hold in a contracting firm or other entity providing goods or services, other than the registrant's professional services, to a project or engagement.
13. A registrant shall not solicit, receive, or accept compensation from material, equipment, or other product or services suppliers for specifying or endorsing their products, goods, or services to any client or other person without full written disclosure to all parties.

8/31/83 Supp. 83-4

APPENDIX C

MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM REQUIREMENTS FOR CONSULTANT CONTRACTS

APPENDIX C
MAG'S KEY DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM
REQUIREMENTS FOR CONSULTANT CONTRACTS

The Disadvantaged Business Enterprise (DBE) requirements in the Code of Federal Regulations Title 49, Part 26 will apply to this contract. A complete copy of MAG's DBE Program is available by request to Rebecca Kimbrough, DBE Liaison Officer, at 602/254-6300.

The Consultant will agree to ensure that DBEs, as defined in 49 CFR 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement.

DBE Participation Goal and Reporting:

The DBE participation goal for this contract is 11% of the contract award. DBEs used for this contract must be certified by the Arizona Department of Transportation or the City of Phoenix prior to the award of the contract. A list of Certified DBE organizations is available at the Civil Rights Office of the Arizona Department of Transportation or the City of Phoenix.

The Consultant will be required to report monthly on: (1) the utilization of any subcontractors, and (2) any payments made to subcontractors (DBEs and non-DBEs).

Requirement for Proposal:

All firms proposing on this project will be required to include a completed "Proposer's Registration Form" (See Appendix D) with their proposal. In addition, a completed Proposer's Registration Form must be included with the proposal for any subcontractors used on this project.

General Requirements for Proposals and Contract:

All proposers will be required to include the following information in their proposal and contract:

- a. A clear and concise description of the work that each DBE will perform
- b. The dollar amount of the participation of each DBE firm participating
- c. Written documentation of the proposer's commitment to use a DBE subcontractor(s) whose participation it submits to meet a contract goal
- d. If the contract goal is not met, evidence of good faith efforts to meet the goal

Contractor and Subcontractor Assurance:

MAG will incorporate into each contract it signs with a Prime Contractor, and require in each subcontract (that a Prime Contractor signs with a Subcontractor), the following assurance:

"The Contractor, Subrecipient or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as MAG deems appropriate."

Prompt Payment Provision:

“The Prime Contractor will pay Subcontractors for satisfactory performance of contracts no later than fourteen (14) calendar days from the date that the Prime Contractor receives payment from MAG. The Prime Contractor will also return retainage payments to the Subcontractor within fourteen (14) calendar days from the date of satisfactory completion of work.”

Prime Contractors must:

- Provide the Subcontractor with the name, address and phone number of the person to whom all invoices/billings and statements must be sent.
- Pay Subcontractors and suppliers within fourteen (14) days of receipt of payment from MAG.
- Stipulate the reason(s) in writing to the Subcontractor or supplier and to MAG for not abiding by the prompt payment provision. Possible reasons include:
 1. Failure to provide all required documentation
 2. Unsatisfactory job performance
 3. Disputed work
 4. Failure to comply with other material provisions of the contract
 5. Third-party claims filed or reasonable evidence that a claim will be filed
 6. Reasonable evidence that the contract cannot be completed for the unpaid balance of the contract sum or a reasonable amount for retainage.

Subcontractors must:

- Submit invoices or billing statements to the Prime Contractor’s designated contact person in an appropriate format and in a timely manner. The format and the timing of billing statements must be specified in the contract(s) between the Prime Contractor and the Subcontractor(s).
- Notify MAG in writing of any potential violation of the prompt payment provision.

MAG will implement appropriate mechanisms to ensure compliance with the requirements of all program participants. The mechanisms MAG may use include, but are not limited to:

1. MAG will notify Subcontractors (DBE and Non-DBEs) of the Prime Contractor’s responsibility for prompt payment and encourage Subcontractors to notify MAG in writing with any possible violations to the prompt payment mechanism.
2. Withholding payment from Prime Contractors who do not comply with the prompt payment provision noted above, where it has been determined by the MAG DBELO that delay of payment to the Subcontractor is not justified.
3. Stopping work on the contract until compliance issues are resolved.
4. Terminating the contract.

MAG will verify that the work committed to DBEs, at the time of the contract award, is actually performed by DBEs. This will be accomplished by:

1. Requiring Prime Contractors to report Subcontractor(s) (DBE and Non-DBEs) work performed in each monthly progress report along with an indication of the number of hours worked, any costs incurred and the amounts paid to the DBE(s).

2. Ensuring that DBE participation is credited toward the overall goal or contract goal(s) only when payments **are actually made** to DBE firms.

APPENDIX D

PROPOSER'S REGISTRATION FORM

APPENDIX D

PROPOSER'S REGISTRATION FORM

All firms proposing as prime contractors or subcontractors on Maricopa Association of Governments (MAG) projects must be registered. **Please complete this form and return it with your proposal.**

If you have any questions about this registration form, please call (602) 254-6300. A listing of all proposer's for this project will be available on the business day following the submittal deadline.

1. GENERAL INFORMATION:

Name of Firm:

Street Address:
City, State, ZIP

Mailing Address:
City, State, ZIP

Telephone Number:
Fax Number:
E-mail address:
Web address:
Year firm was established:

Check all that apply:

Is this firm a prime consultant? _____

Is this firm a sub-consultant? _____

Is this firm a certified DBE? _____

Identify speciality: _____

If so, by whom? _____

2. FINANCIAL INFORMATION

Firm's annual gross receipts (average of last 3 years):

_____ <\$300,000
_____ \$300,000 - \$599,999
_____ \$600,000 - \$999,999
_____ \$1,000,000 - \$4,999,999
_____ >\$5,000,000

Information will be maintained as confidential to the extent allowed by federal and state law.

The undersigned swears that the above information is correct. Any material misrepresentation may be grounds for terminating any contract which may be awarded and initiating action under federal and state laws concerning false statements.

Name, Title

Date